



Terms of reference

Accreditation Committee

CCEA Inc:

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CCEA Ltd:

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Council on Chiropractic Education Australasia Ltd

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1. Preamble

Section 51 of the *Constitution* of the Council on Chiropractic Education Australasia Ltd (CCEA) states that:

- 51.1 The Board shall establish a Committee on Accreditation which shall (subject to oversight by the Board) be responsible for:
- (a) all matters pertaining to the assessment and accreditation process of chiropractic programs and providers in Australia and New Zealand and associated regions;
 - (b) recommending to the Board those chiropractic programs and providers that should be granted accreditation; and
 - (c) the preparation, ongoing oversight and submission to Board for its approval of the relevant documents, Standards and Accreditation Policies and Procedures, and any amendments thereto pertaining to the accreditation of chiropractic programs.
- 51.2 The Accreditation Committee shall apply and follow the Standards and Accreditation Policies and Procedures referred to in rule 51.1(c).
- 51.3 The chairperson and other members of the Accreditation Committee shall be appointed, and may be removed and replaced, by the Board.

Assigned accreditation authority

CCEA is the assigned accreditation authority for the chiropractic profession by the Australian Health Practitioner Regulation Agency (AHPRA) on behalf of the Chiropractic Board of Australia (CBA). The following activities are among those performed by CCEA in accordance with the agreement with AHPRA and the *Health Practitioner National Law Act 2009* (the National Law):

- The development of accreditation standards in accordance with s46 and s47 of the National Law for approval by the Board, including, subject to any further consultation required under s46(2) of the National Law, consideration of recommending to the Board for approval the uniform accreditation standard for courses leading to an acupuncture endorsement
- Assessing programs of study and education providers in accordance with s50 of the National Law
- Monitoring of accredited programs of study and education providers in accordance with s50 of the National Law
- Providing advice to the Board on matters relating to accreditation and accredited programs of study
- To develop and implement a process to review accreditation standards.

2. Name

The name of the constituted committee of CCEA shall be the 'Accreditation Committee'.

3. Membership

Typical membership of the Accreditation Committee would comprise:

- Three people who have appropriate knowledge, experience and/or involvement in accreditation procedures;
- Two senior academics currently employed in chiropractic programs in Australia or New Zealand;
- Two chiropractors currently practising full-time;
- A community member whose primary experience is as a health consumer.

Other members may be invited to the Committee as required to contribute relevant expertise.

To assist in maintaining good communication between the Committee and the Board of Directors, at least three of the positions nominated above would be held by current Directors.

4. Role of the Accreditation Committee

- To recommend to the Board of Directors the most appropriate method for reviewing the accreditation standards, and to oversee the review process as approved.
- To recommend to the Board of the Directors the policies and procedures for assessment and monitoring of chiropractic programs and institutions against the accreditation standards.
- To assess and monitor chiropractic programs and institutions according to the policies and procedures approved by the Board of Directors, and to make recommendations concerning the accreditation status of institutions or programs to the Board of Directors.
- To maintain a process of continuous quality improvement in relation to accreditation policies and procedures and provide the Board of Directors with any recommendations.
- To manage the relevant appeals process.
- To manage and conduct the business affairs of the Accreditation Committee.
- To review the relevant schedule of fees for the assessment process and make appropriate recommendations to the Board of Directors for variations.
- To monitor compliance with legal and agreement requirements.

5. Relationship to the Board of the Directors

The Accreditation Committee is a Committee of CCEA and is therefore accountable to the Board of Directors.

The Accreditation Committee will provide to the Board of Directors:

- Recommendations concerning the accreditation status of institutions or programs. In accordance with the Constitution, the power to make decisions concerning the accreditation status of institutions or programs cannot be delegated by the Board of Directors.
- Reports on its activities to all meetings of the Board of Directors and at other times as requested by the Executive Committee or Board of Directors.

6. Business management

The Chair, Accreditation Committee will be responsible for committee administration including activities such as:

- a. organising meetings of the Accreditation Committee; and
- b. maintaining adequate records of all meetings.

The Chair, Accreditation Committee will be responsible for program accreditation and monitoring activities such as:

- a. developing and maintaining the standards, policies and procedures relating to accreditation;
- b. managing the accreditation and monitoring process, including organising inspection team visits for the assessment of institutions and programs;
- c. preparing correspondence that is necessary with institutions between meetings of the Accreditation Committee;
- d. implementation of the continuous quality improvement process; and
- e. preparing the necessary reports for the Board of Directors, institutions and stakeholders.

The Executive Officer will be responsible for formal external correspondence on behalf of CCEA such as:

- notifications of accreditation decisions; and
- reports for the CBA and other relevant stakeholders.

7. Term of appointment

The term of appointment of members on the Accreditation Committee will be at the discretion of the Board of Directors.

Any member may resign from the Accreditation Committee on giving three months' notice of intention to resign.

8. Meetings

The Accreditation Committee will meet face-to-face twice per year. Other meetings will be held in such formats and at such times and places as the Accreditation Committee decides appropriate.

For meeting purposes, a quorum will be constituted with 50% of members plus one.

9. Voting

Decisions should be reached by consensus. If a consensus cannot be reached, a vote shall be taken. Committee members may decide to conduct a secret ballot.

A member has the right to abstain from voting, and when that occurs, it should be recorded in the minutes. In the event of equal votes, the Chairperson shall have a casting vote or decide to refer to the Board of Directors.